## EXERCISE 2:

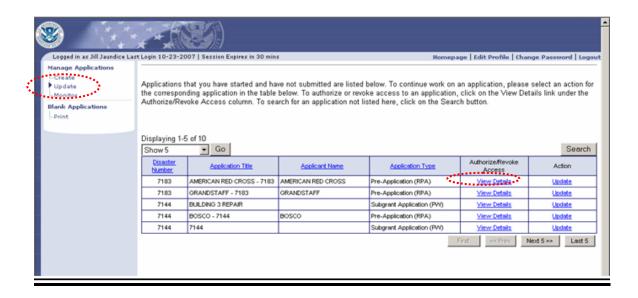
## Enter SubgrantApplication

Save

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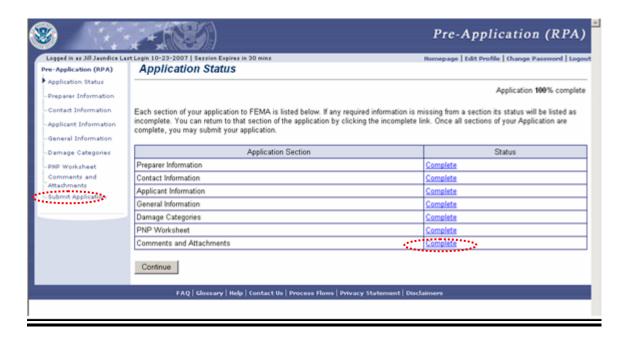
## **Updating Applications**

<u>Steps 1 and 2</u> – Under the Manage Applications area on the left of the screen , Click on "Update" link on the left, then find your application and click on the "Update" link on the right under the "Action" column.



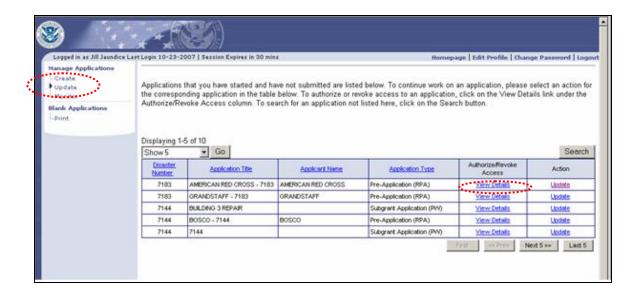
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**Step 3** – Fill out the application and submit it as described in the "Create Applications" section that was covered earlier in the class



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**Steps 4 and 5** – To grant access by another user to one of your applications, go to the homepage and click on the "Update link on the left hand side to bring up the update screen, then click on the "View Details" link under the "Authorize/Revoke Access" column.



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**Step 6** – Click on the Authorize Access Button.

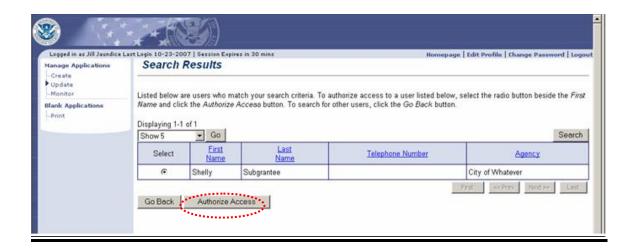


 $\underline{\textbf{Step 7}}$  – Enter the name of the user that you want to grant access to, and click on the "Search" Button.



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 $\underline{\textbf{Step 8}} - \text{Select from the users that meet your search criteria, then click on "Authorize Access"}$ 



**Step 9** – Choose which level of access to grant (view/print, create/edit, sign/submit) then click "Save". Access will then be granted to the application.

Manage Applications  -Create	Update Access	
Update Monitor	Application Title: AMERICAN RED CROSS - 7183 Applicant Name: AMERICAN RED CROSS Grant Type: Pre-Application (RPA)	
Mank Applications - Print	You have chosen to modify the following access information. When you are finished, click on the Save and Continue button below.	
	User Information	
	Title	
	Username	stgrantssgu03
	First Name	Shelly
	Middle Initial	
	Last Name	Subgrantee
	Telephone	
	Email	christopher.yambon@dhs.gov
	Access Information	
	*Permissions	□ ViewiPrint □ Create/Edit □ Sign/Submit (Permissions can be View only, View & Create, View & Sign or All)
	Period of Time	(64.33)
	*Unit of Time	Dey(s) ■ (e.g. Days)
	Justifications	
	(Maximum 4000 characters)	
	×	
	Go Back   Save   Save and Co	elinue

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